DOCUMENT RESUME

ED 136 873 JC 770 212

TITLE	Standards for Community College Library Facilities.
INSTITUTION	California State Postsecondary Education Commission, Sacramento.
PUB DATE	16 Sep 74
NOTE	8p.
EDRS PRICE	MF-$0.83 HC-$1.67 Plus Postage.
DESCRIPTORS	Community Colleges; *Facility Guidelines; *Junior College Libraries; Junior Colleges; *Library Facilities; Library Planning; *Library Standards; *State Standards
IDENTIFIERS	*California

ABSTRACT

This report contains proposed standards for community college library facilities developed by the California Postsecondary Education Commission. Formulae for calculating stack space, staff space, reader station space, and total space are included in the report. Three alternative models for revising the present library standards were considered: standards based on "average" practice, derived through the use of regression analysis; theoretical standards developed by the Standards Committee of the California Learning Resources Association; and the adjusted standards recommended in the report, which are designed to reflect certain economies of scale inherent in the operation of the larger institutions. The standards recommended by the Commission were chosen because they do not contain the deficiencies associated with the alternative sets of standards. It is noted in the report that the proposed standards are intended to serve as guidelines for state support of capital outlay projects since modification may be necessary under certain unique circumstances. (Author/JDS)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED136873

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

BRIEF

Agenda Item 5
September 16, 1974

Agenda Title: Standards for Community College Library Facilities

Action Item

Summary:

The following agenda item is a summary of the Commission's staff report, Standards for Community College Library Facilities, which will be distributed at the meeting. The report was prepared in response to a request from the Legislature that the Commission establish certain standards for Community College libraries. The standards approved by the Commission will be transmitted to the Legislature for use in planning and funding for Community College library capital outlay projects.

Recommended Action:

Adoption of the proposed resolution

JC 770 8/2

CALIFORNIA POSTSECONDARY
EDUCATION COMMISSION

Proposed Resolution
Concerning Community College
Library Standards

WHEREAS, The California Postsecondary Education Commission has been requested by the Legislature to revise standards for the determination of State support for Community College library facilities, and

WHEREAS, Commission staff has conducted a study to determine the appropriate revisions of the Community College library standards, and

WHEREAS, From this study, Commission staff has developed revised standards for the determination of State support of Community College library facilities,

now, therefore, be it

RESOLVED, That the California Postsecondary Education Commission adopt the following standards for State support for the construction of Community College library facilities:

Stack Space = .1 ASF X Number of Bound Volumes

	Number of Volumes
Initial Increment	= 14,000 volumes
Additional Increments	
(a) Under 3,000 DGE*	= 8 volumes per DGS**
(b) 3,000-9,000 DGE	= 7 volumes per DGS
(c) Above 9,000 DGE	= 6 volumes per DGS

Staff Space = (140 ASF X Number of FTE Staff) + 400 ASF

	Number of FTE Staff
Initial Increment	= 3.0 FTE Staff
Additional Increments	
(a) Under 3,000 DGE	= .0020 FTE Staff per DGS
(b) 3,000-9,000 DGE	= .0015 FTE Staff per DGS
(c) Above 9,000 DGE	= .0010 FTE Staff per DGS

Reader Station Space = 27.5 ASF X Number of Reader Stations

	Number of Reader Stations
Initial Increment	= 50 Stations
Additional Increments	
(a) Under 3,000 DGE	= .10 Stations per DGS
(b) 3,000-9,000 DGE	= .09 Stations per DGS
(c) Above 9,000 DGE	= .08 Stations per DGS

Total Space = Initial Increment = 3,795 ASF

Additional Increments	
(a) Under 3,000 DGE	= 3.83 ASF per DGS
(b) 3,000-9,000 DGE	= 3.39 ASF per DGS
(c) Above 9,000 DGE	= 2.94 ASF per DGS

---

* Day-Graded Enrollment
** Day-Graded Student

California Postsecondary
Education Commission

September 16, 1974

SPACE STANDARDS FOR COMMUNITY COLLEGE LIBRARIES

Background

Current capital outlay standards for Community College libraries, which are summarized below, were established by the Coordinating Council for Higher Education in 1966:

Current Standards for Community College
Library Assignable Square Footage (ASF)

Stack Space	= .1 ASF X Number of Bound Volumes
Staff Space	= (140 ASF X Number of FTE Staff) + 400 ASF
Reader Station Space	= 25 ASF X Number of Reader Stations (Number of Reader Stations = 15-20% of Full-Time Enrollment)

These standards indicate the number of reader stations to be permitted. However, the standards do not indicate the number of volumes or the number of FTE library staff permitted. Legislative concern over the open-ended nature of the standards led to the following recommendation, which was contained in the supplementary report of the Committee on Conference relating to the Budget Bill for 1973-74:

> The Coordinating Council for Higher Education in cooperation with the Board of Governors of the Community Colleges shall for the purposes of state support for construction of library facilities, establish standards for total numbers of bound and unbound library materials and for the number of full-time library staff members required to operate the facilities on an 8 a.m. to 10 p.m. basis. The Coordinating Council for Higher Education shall consider use of available community library resources and inter and intra district agreements in the establishment of these standards. (Item 364)

Commission staff met with staff members of the Chancellor's Office of the California Community Colleges to discuss the scope of, and methodology for, a study that would produce the standards requested by the Legislature. It was decided that the Commission staff should conduct a complete review of all existing standards for Community College libraries, as well as developing standards for the number of volumes and FTE staff.

An advisory committee was established to provide guidance for the study, which included representatives from the following organizations:

Standards Committee, Learning Resources Association, California Community Colleges (LRACCC)

Department of Finance

Office of the Legislative Analyst

Chancellor's Office, California Community Colleges

California Postsecondary Education Commission

In addition, Commission staff worked in close cooperation with the full membership of the Standards Committee, LRACCC, and attended several of the Committee's meetings, including two at which the draft version of the staff report was reviewed.

In order to obtain reliable information on Community College library holdings, staffing, and inter-library cooperation, a questionnaire was mailed to individual Community Colleges. The computer analysis of the data received was performed through contracts with the Department of Finance and the University of California, Davis.

Recommended Standards

Commission staff considered revised standards for Community College libraries from three different sources: (1) standards based on "average" practice, derived through the use of regression analysis; (2) theoretical standards developed by the Standards Committee of the Learning Resources Association, California Community Colleges; and (3) adjusted standards developed by Commission staff to reflect certain economies of scale inherent in the operation of the larger institutions.

The table below indicates the approximate percentage of the Community Colleges in the State whose library facilities would fall below the level established by the standards of each of the three sources:

	Percentage of Colleges below the Standard
Regression Standards	50%
Theoretical Standards	90%
Adjusted Standards	70%

Commission staff also determined the total statewide assignable square footage (ASF) permitted under the existing standards,[1] and the total permitted under the revised standards in each of the three sources. These

1. Assuming Fall 1973 enrollments, holdings, and staff.

are shown below:

	Allowable ASF
Current Standards	1,851,503
Regression Standards	1,597,546
Theoretical Standards	2,379,014
Adjusted Standards	1,928,054

As indicated in the table, the allowable ASF under the regression standards would be lower than under current standards by approximately 254,000 ASF. Under the adjusted standards approximately 77,000 more ASF would be allowed than under current space standards. Under the theoretical standards 528,000 more ASF would be allowed. These differences are significant, since construction costs for library facilities are currently averaging about $100 per ASF.

Commission staff rejected the standards derived from the regression analysis because the level of State support of an "average" program or facility would not reflect the State's interest in providing quality education to California residents. Further, the reliability of the regression equations for predictive purposes was extremely limited. In the absence of a reliable "average" practice that can be measured accurately for use in the establishment of standards, Commission staff cannot recommend the implementation of "average" standards.

Commission staff also rejected the theoretical standards developed by the Standards Committee of LRACCC because there is no evidence that bringing all Community Colleges up to this standard would increase library efficiency and service to students. Until the quality of educational output to be derived from State support of the theoretical standards can be defined and examined, Commission staff cannot recommend their implementation. Further, the possible cost to the State of implementing the theoretical standards was also a reason for their rejection.

Therefore, Commission staff recommends the use of the adjusted standards shown below as the basis for State support. These standards have been developed to provide for the economies-of-scale inherent in the operation of larger institutions, and will require a reasonable level of anticipated State expenditures for Community College library capital outlay projects.

Because library projects for the current capital outlay cycle have already been developed by individual Community College districts under existing space standards, Commission staff recommends that the new library standards be implemented in the planning for capital outlay projects to be contained in the 10-year construction plans submitted by Community Colleges in November, 1975.

Proposed Standards for Community College Library Assignable Square Footage (ASF)

Stack Space = .1 ASF X Number of Bound Volumes

Number of Volumes		
Initial Increment	= 16,000	volumes
Additional Increments		
(a) Under 3,000 DGE*	= 8	volumes per DGS**
(b) 3,000-9,000 DGE	= 7	volumes per DGS
(c) Above 9,000 DGE	= 6	volumes per DGS

Staff Space = (140 ASF X Number of FTE Staff) + 400 ASF

Number of FTE Staff		
Initial Increment	= 3.0	FTE Staff
Additional Increments		
(a) Under 3,000 DGE	= .0020	FTE Staff per DGS
(b) 3,000-9,000 DGE	= .0015	FTE Staff per DGS
(c) Above 9,000 DGE	= .0010	FTE Staff per DGS

Reader Station Space = 27.5 ASF X Number of Reader Stations

Number of Reader Stations		
Initial Increment	= 50	Stations
Additional Increments		
(a) Under 3,000 DGE	= .10	Stations per DGS
(b) 3,000-9,000 DGE	= .09	Stations per DGS
(c) Above 9,000 DGE	= .08	Stations per DGS

Total Space

Initial Increment	= 3,795	ASF
Additional Increments		
(a) Under 3,000 DGE	= 3.83	ASF per DGS
(b) 3,000-9,000 DGE	= 3.39	ASF per DGS
(c) Above 9,000 DGE	= 2.94	ASF per DGS

---

* Day-Graded Enrollment
** Day-Graded Student

It is emphasized that these standards should be considered as guidelines for State support, and may need to be modified under certain circumstances to provide space for specific service functions unique to individual institutions. For example, the staff of one college within a Community College district might provide book processing services for other colleges within the district, and thus require more staff-services space. The review of such individual space needs should be conducted on a project-by-project basis.

Other Recommendations

Commission staff recommends that the day-graded enrollment projections used for Community College library planning purposes be included on the Department of Finance Form BD240.

The Commission staff recommends cooperation with the Chancellor's Office of the California Community Colleges in the development of space standards that integrate the print, nonprint, and special services areas of Community College learning resources centers. The staff also urges cooperation between the staff of the Chancellor's Office and the Standards Committee of LRACCC in establishing a staffing formula for the total learning resources center that is based on the specific services provided and functions performed.

Commission staff also supports a recommendation of the Department of Finance that a utilization study of library facilities in the public segments of postsecondary education be conducted. This study should review the utilization of library resources as well as reader stations.

UNIVERSITY OF CALIF.
LOS ANGELES

CLEARINGHOUSE FOR
JUNIOR COLLEGES